

**Michigan State Police
Office of Highway Safety Planning**

4000 Collins Road
P.O. Box 30633
Lansing, Michigan 48909-8133

(517) 336-6477

* * * * *

**HIGHWAY SAFETY GRANT APPLICATION
TRUCK SAFETY GRANT APPLICATION**

CHECK ONE: ☐ **HIGHWAY SAFETY GRANT APPLICATION**
 ☐ **TRUCK SAFETY GRANT APPLICATION**

1. PROJECT TITLE

2. APPLICANT

3. ADDRESS OF APPLICANT

4. GOVERNMENTAL AGENCY

5. COUNTY

6. FEDERAL IDENTIFICATION NO.

7. ANTICIPATED START-UP DATE

8. STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION

9. OBJECTIVES

10. POLICIES AND PROCEDURES

OHS-31 (3/02)			
PROJECT TITLE		APPLICANT	
11. BUDGET DETAIL For instructions on completing the Budget Detail SEE PAGES 4-6 of the "Instruction For Completing OHSP Grant Application Form." Complete only those areas that apply to your grant.			
<u>A. PERSONNEL COSTS</u> 1. SALARIES/OVERTIME WAGES (USE WHOLE DOLLARS ONLY)			
SALARY/OVERTIME WAGES			
POSITION/CLASSIFICATIONS	HOURLY RATE OR OVERTIME RATE	NUMBER OF HOURS	TOTAL
		SALARIES & OVERTIME SUBTOTAL	
2. FRINGE BENEFITS (USE WHOLE DOLLARS ONLY)			
FRINGE BENEFITS FOR SALARIED			
DESCRIPTION			TOTAL
FICA:			
RETIREMENT:			
WORKERS COMP.:			
UNEMPLOYMENT INS.:			
INSURANCES:			
SALARIED BENEFITS SUBTOTAL			
FRINGE BENEFITS FOR OVERTIME			
ITEMIZE-PROVIDE ALL COST FIGURES AND CALCULATIONS FOR EACH FRINGE BENEFIT			TOTAL
FICA:			
RETIREMENT:			
WORKERS COMP.:			
FRINGE BENEFITS SUBTOTAL			
TOTAL PERSONNEL COSTS			
<u>B. CONTRACTUAL SERVICES</u> (USE WHOLE DOLLARS ONLY)			
NAME OF INDIVIDUAL OR CONSULTING FIRM (SEPARATELY IDENTIFY ALL EXPENSES RELATED TO THE CONTRACT, i.e., TRAVEL, TRAINING, ETC.)	HOURLY/DAILY SALARY RATE (WHERE APPLICABLE)	HOURS OR DAYS DEVOTED (WHERE APPLICABLE)	TOTAL
		TOTAL	
		CONSULTANT/CONTRACTUAL SERVICES	

OHS-31 (3/02)					
PROJECT TITLE			APPLICANT		
11. BUDGET DETAIL cont.					
<u>C. OPERATING COSTS</u>					
TRAVEL (USE WHOLE DOLLARS ONLY)					
DESCRIPTION IN-STATE OR OUT-OF-STATE	TRANSPORTATION	# OF NIGHTS COST PER LODGING	# OF MEALS COST PER MEAL	TOTAL	
IN-STATE:					
OUT-OF-STATE:					
			TRAVEL SUBTOTAL		
<u>SUPPLIES/OPERATING</u> (USE WHOLE DOLLARS ONLY)					
DESCRIPTION		MONTHLY LEASE/ UNIT PRICE	QUANTITY (WHERE APPLICABLE)	TOTAL	
		SUPPLIES/OPERATING SUBTOTAL			
		TOTAL OPERATING COSTS			
<u>D. EQUIPMENT</u> (USE WHOLE DOLLARS ONLY)					
ITEM (COMPLETE DETAILED LIST)	QUANTITY	UNIT PRICE	FEDERAL/STATE GRANT FUNDED AMOUNT	LOCAL MATCH AMOUNT =	TOTAL
			TOTAL EQUIPMENT		
<u>E. INDIRECT COSTS</u> (USE WHOLE DOLLARS ONLY)					
RATE	BASE (SALARIES & WAGES, OR TOTAL PERSONNEL COSTS, OR TOTAL DIRECT COSTS)				
<u>F. TOTAL PROJECT COSTS</u> (USE WHOLE DOLLARS ONLY)					
FEDERAL/STATE AMOUNT +	MATCH AMOUNT =		TOTAL PROJECT AMOUNT		

12. ACCEPTANCE OF AUDIT REQUIREMENTS

PLEASE COMPLETE:

The following is information on the next organization-wide audit(s) which will include this agency:

1.a. *Audit Period: Beginning _____ Ending _____
(Date) (Date)

1.b. *Audit Period: Beginning _____ Ending _____
(Date) (Date)

2.a. Audit or written certification will be submitted to Financial Coordinator by: _____
(Date)

2.b. Audit or written certification will be submitted to Financial Coordinator by: _____
(Date)

PLEASE NOTE: This form APPLIES TO FEDERALLY FUNDED GRANTS ONLY.

This project is federally funded by the U.S. Department of Transportation. It is recorded in the Catalog of Federal Domestic Assistance as **State & Community Highway Safety, CFDA #20.600**. It is subject to The Single Audit Act of 1984 (P.L. 98-502).

Effective July 1, 1996, if your reporting entity receives \$300,000 or more in federal financial assistance a year, the grantee shall agree to have an audit conducted in compliance with OMB Circulars A-128 or A-133 if required. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$300,000). If required, we will forward a copy of the completed audit(s), *including the management letter covering the entire grant period to:*

**Financial Coordinator
Office of Highway Safety Planning
4000 Collins Road, P.O. Box 30633
Lansing, MI 48909-8133**

NOTE: The audit or written certification must be submitted to OHSP *no later than the ninth month after the end of the audit period.*

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite specifically that the audit was done in accordance with OMB Circulars A-128 or A-133.

Any information regarding the OMB Circular audit requirements will be furnished by OHSP.

***NOTE: The Audit Period is the organization's fiscal or calendar year to be audited. Please complete both lines 1.a. through 2.b. if your grant falls within two (2) separate audit time periods.**

Failure to complete this form will result in your grant award being delayed and/or cancelled.

13. LOCAL CONTRIBUTION

PROJECT TITLE

APPLICANT

14. PROJECT CONTINUATION

**OFFICE OF HIGHWAY SAFETY PLANNING
MICHIGAN DEPARTMENT OF STATE POLICE
P.O. BOX 30633
LANSING, MICHIGAN 48909-8133**

15. GRANT MANAGEMENT REQUIREMENTS

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AUTHORITY:	23 USC 402 - Highway Safety Grant 1988 PA 348- Truck Safety Grant
COMPLETION:	Voluntary, but grant will not be approved unless submitted.

GENERAL REQUIREMENTS

1. All correspondence to the Office of Highway Safety Planning (OHSP) regarding this project shall include the project number.
2. A change in Project Director, Agency Contact Person, Financial Officer, Authorizing Official, addresses, or telephone numbers requires written notification to OHSP.
3. OHSP may conduct a monitoring review of this highway safety grant. The purpose of this review is to determine adherence to stated project objectives, to review financial procedures, and to ensure compliance with grant requirements.
4. All published reports generated from this project must include the following disclosure statement:

(for all National Highway Traffic Safety Administration (NHTSA) grants)

- a. The opinions, findings, and conclusions expressed in this publication are those of the author(s) and not necessarily those of the Michigan Office of Highway Safety Planning or the U.S. Department of Transportation, National Highway Traffic Safety Administration. This report was prepared in cooperation with the Michigan Office of Highway Safety Planning and U.S. Department of Transportation, National Highway Traffic Safety Administration.

(for all Federal Highway Association (FHWA) grants)

- b. The opinions, findings, and conclusions expressed in this publication are those of the author(s) and not necessarily those of the Michigan Office of Highway Safety Planning or the U.S. Department of Transportation, Federal Highway Administration. This report was prepared in cooperation with the Michigan Office of Highway Safety Planning and U.S. Department of Transportation, Federal Highway Administration.

(for all Michigan Truck Safety Commission (MTSC) grants)

- c. The opinions, findings, and conclusions expressed in this publication are those of the author(s) and not necessarily those of the Michigan Truck Safety Commission or the Michigan Office of Highway Safety Planning.
5. The grantee agrees to ensure that no person in the United States shall, on the grounds of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental handicap or disability, political affiliation or beliefs, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this program. The grantee shall adhere to all applicable federal, state and local laws, ordinances, rules and regulations including, but not limited to, the following:
 - a. Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, as amended, as implemented by 49 CFR Parts 21 and 27.
 - b. The Elliott Larsen Civil Rights Act, 1976 PA 453, as amended.
 - c. The Americans with Disabilities Act of 1990, as amended, and regulations promulgated thereunder.

GENERAL REQUIREMENTS-cont.

6. Debarment and Suspension: Grantee may not contract with or make any award of Highway Safety funds at any time to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension."
7. Lobbying: As required by Section 1352, Title 31, USC no funds under this grant shall be paid by or on behalf of the grantee to any person for influencing an officer or employee of any agency, Member of Congress, officer or employee of Congress, or employee of a Member of Congress in connection with the award of any federal contract, grant, loan, or cooperative agreement or in connection with their extension, continuation, renewal, amendment or modification. If funds other than federal funds are used for such purpose, grantee agrees to Submit Standard Form LLL, "Disclosure Form to Report Lobbying."
8. Business Integrity Clause: The Agency may immediately cancel the grant without further liability to the Agency or its employees if the grantee, an officer of the grantee, or an owner of a 25% or greater share of the grantee is convicted of a criminal offense incident to the application for or performance of a State, public, or private grant or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or Federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the Agency, reflects on the grantee's business integrity.
9. Indemnification:
 - a. To the extent allowable by law, all liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the grantee in the performance of this agreement shall be the responsibility of the grantee, and not the responsibility of OHSP, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the grantee, any subcontractor, anyone directly or indirectly employed by the grantee, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the grantee or its employees by statute or court decisions.
 - b. To the extent allowable by law, all liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities such as the provision of policy and procedural direction, to be carried out by OHSP in the performance of this agreement shall be the responsibility of OHSP and not the responsibility of the grantee if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any OHSP employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity by the State, its agencies (OHSP) or employees as provided by statute or court decisions.

GENERAL REQUIREMENTS-cont.

- c. To the extent allowable by law, in the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the grantee and OHSP in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the grantee and OHSP in relation to each party's responsibilities under these joint activities, provided that nothing herein shall be construed as a waiver of any governmental immunity by the grantee, the State, its agencies (OHSP) or their employees, respectively, as provided by statute or court decisions.
10. The grantee agrees to abide by the Federal Drug-Free Workplace Act of 1988 (49 CFR Part 29 Sub-part F).
11. For Federally Funded Grants Only:
 - a. Buy America Act:

Only steel, iron, and manufactured items produced in the United States may be purchased with Federal funds unless the State can show that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and are of an unsatisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to OHSP for approval by the appropriate governing authority.
 - b. The recipient or its contractor agrees to ensure that minority business enterprises, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

GENERAL PUBLIC INFORMATION AND EDUCATION REQUIREMENTS

1. All data, materials, plates, negatives, camera-ready copy, designs, concepts, photographs, video, and audio financed with grant funds shall be delivered to the grantee, remain the property of the Michigan State Police, Office of Highway Safety Planning, and shall not be subject to copyright protection by the vendor or their agents, and will be returned to OHSP immediately after production of the item. The grantee shall inform all vendors, subcontractors, or their agents of this requirement before authorizing work to be performed.
2. Ten (10) copies of each public information and education item produced with grant funding must be submitted to OHSP upon production.

GENERAL PUBLIC INFORMATION AND EDUCATION REQUIREMENTS-cont.

3. Public Information and Education Materials

- a. All printed public information and education materials and videos are required to contain logos (see attachment) as designated by OHSP. Audio materials must include an OHSP tag line. All materials must be approved by OHSP prior to production. This includes audio and video materials. Approval will be given within one week of receipt by OHSP.
- b. All videos, print photography, or graphics shall depict drivers and passengers to be properly restrained by safety belts or child passenger safety devices unless the lack of restraints is for demonstration or educational purposes.

4. CLOSED-CAPTIONING. All videotape or video compact disk Public Service Announcements or video materials intended for television or cable television must be closed-captioned.

5. Public communications or news releases concerning this project shall state that the project is financed with funds administered through OHSP.

6. For Federally Funded Grants Only:

- a. The following byline shall be placed on all printed public information and education materials: ***“This material was developed through a project funded by the Michigan Office of Highway Safety Planning and the U.S. Department of Transportation.”***
- b. The purchase of program advertising space on TV, radio, magazines, newspapers, billboards, etc., is not eligible for reimbursement.

7. For MTSC Grants Only:

A byline or similar identification (i.e., MTSC logo) shall be placed on all printed public informational/educational materials similar to, ***“This material was developed through a project funded by the Michigan Truck Safety Commission.”***

PROGRAM REQUIREMENTS

1. Progress reports are required to be submitted periodically throughout the grant period. The due dates for these reports are specified in the approval letter. Reports shall describe activities undertaken to accomplish each project objective as well as progress toward impacting the problem statement.

PROGRAM REQUIREMENTS-cont.

2. The final progress report is due on the dates stated in the approval letter and shall include a summary of all activities and accomplishments for the entire grant period. Please include the following information in the project summary:
 - a. A brief description of the project's purpose and the problem it addressed.
 - b. A list of significant accomplishments or activities of this project.
 - c. A summary of how this project impacted the initial stated problem.
3. Out-of-state travel requires prior written approval by the OHSP Division Director. A written request shall be submitted on the form provided with these requirements. Requests shall be submitted at least 30 days in advance of anticipated travel. Do not make any financial commitment prior to OHSP approval.
4. If a project modification is required, the grantee shall contact the OHSP program coordinator for prior approval.
5. For Enforcement Grants Only:
 - a. Enforcement activity data shall be submitted to OHSP with each progress report. Agencies shall use the Enforcement Data Report provided by OHSP.
 - b. Only speed measurement devices (certified by the Michigan Speed Measurement Task Force) shall be used in conducting grant activities.
 - c. Only speed measurement device operators certified by the Michigan Commission on Law Enforcement Standards (COLES) can be assigned to use speed measurement devices.
 - d. Only Michigan COLES certified police officers or Michigan State Police Motor Carrier officers shall be used on enforcement projects.
 - e. Use of part-time officers on enforcement projects is restricted and must comply with OHSP policy. Contact OHSP for a copy of this policy.
 - f. Grantees acting as a manager of a multi-agency grant shall submit the enclosed Multi-Agency Project Agreement (Appendix A) including authorized signatures for all participating agencies with the grant application.

GENERAL FINANCIAL REQUIREMENTS

1. Only program activities and expenses detailed in the approved grant budget and incurred during the grant period are eligible for federal reimbursement. Expenses incurred which are not detailed in the approved grant budget will not be reimbursed.

GENERAL FINANCIAL REQUIREMENTS-cont.

2. Goods purchased through the grant shall be received in acceptable condition. If goods are not received in acceptable condition within thirty (30) days prior to the grant ending date, the grantee shall contact the OHSP Program Coordinator.
3. The grantee shall use generally accepted accounting principles.
4. Costs charged to this grant cannot be charged to any other program.
5. All costs shall be actual and supported by source documentation.
6. A separate account or fund must be established for this project.
7. Costs must be net of all applicable credits such as purchase discounts, rebates or adjustments of overpayments or erroneous charges.
8. The following deviations from the approved budget requires PRIOR approval from OHSP:
 - a. A specific item of cost not included in the approved budget.
 - b. An increase in the number of a specific item over and above the total authorized.
 - c. A transfer between major budget categories in excess of 10% of the category being increased.
9. Procurement Methods:
 - a. Competition: Grantees shall conduct all procurement and contractual transactions, without regard to dollar value, to provide maximum, open and free competition. Maximum, open and free competition shall be assured through the distribution of an adequate number of proposal solicitations.
 - b. Small Purchase Procedures: Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$25,000 in total. If small purchase procedures are used, price or rate quotations must be obtained from at least three (3) qualified sources.
 - c. Competitive Bids: For purchases over \$25,000, the grantee shall follow their competitive bid process providing it is at least as restrictive as the process required by the State of Michigan. The grantee or their contractor agrees to ensure that minority business enterprises, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed, in whole or in part, with federal funds provided under this agreement.

In those instances where three (3) bids have not been received, a full explanation, along with the names and addresses of those firms and individuals requested to bid, and including reasons why agencies failed to bid, must be forwarded to OHSP for approval **prior** to awarding a contract.

GENERAL FINANCIAL REQUIREMENTS-cont.

10. Documentation for costs shall be maintained for three years following final reimbursement.
11. Any program income received shall be used exclusively to further traffic safety project activities. Program income is defined as gross income earned by the grantee from grant-supported activities, such as the sale of items developed with federal funds. Contact your OHSP program coordinator for further information.
12. For Federally Funded Grants Only:

Supplanting

The replacement of routine and/or existing state or local expenditures with the use of federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a state or local agency is considered to be supplanting and is not allowable.

The subgrantee shall not use grant funds to supplant state or local funds, or, other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled within 30 days. If the vacancy is not filled within 30 days, the subgrantee must stop charging the grant for the new position. Upon filling the vacancy, the subgrantee may resume charging the grant position.

The Financial Officer or Authorizing Official may not be funded under this grant.

COST REIMBURSEMENT

1. All OHSP projects are based on the cost reimbursement concept; i.e., state or local funds shall be expended before reimbursement is provided.
2. Reimbursement is based on submission of Financial Reports. A Financial Report (form #OHS-5) submitted to OHSP by a grantee shall contain the following to be considered complete:
 - a. All applicable information requested on the form.
 - b. Signatures by the agency's Financial Officer and Project Director.
 - c. A copy of the budget/expenditure report produced by the grantee's official accounting system for the reporting period which has been reconciled to the reimbursement amount requested.

COST REIMBURSEMENT-cont.

3. Financial Reports are due, at a minimum, on a quarterly basis. Financial Report due dates are specified in the grant approval letter. Monthly reporting is acceptable. Financial Reports shall be submitted even when the project experiences no costs. In this case, a "zero" Financial Report shall be submitted. The submission of Financial Reports is mandatory and non-compliance can result in termination of your grant.
4. A Final Expenditure Summary Form (#OHS-40) is due 45 days after the end of the grant period. OHSP will send this form by mail near the project's completion date and is used to reconcile the grantee's official accounting records for this project to the amount submitted for cost reimbursement. It is recommended that the grantee complete this form first to help in determining the amount to claim on your final Financial Report and then submit them together to OHSP.
5. If unusual circumstances necessitate the need for a grantee to request reimbursement for costs incurred in a prior fiscal year, the following shall apply:
 - a. Only unreimbursed costs incurred within one fiscal year of the request are eligible.
 - b. The grantee must have a current year grant with OHSP.

Contact the OHSP program coordinator for further information.

6. The Project Director shall ensure that Financial Reports are submitted in compliance with reporting deadlines.

TERMINATION

If a grant is terminated by OHSP for failure to meet the grant management requirements, the grantee shall not be eligible to seek grant funding for a period of two years. In order to obtain a grant after the two-year period, the grantee will be required to submit written assurance that the identified deficiencies have been corrected. Additionally, the agency will be required to submit monthly financial reports to allow for increased financial monitoring.

BUDGET COST CATEGORY REQUIREMENTS

PLEASE REFER TO THE FOLLOWING FOR SPECIFIC REQUIREMENTS OF BUDGET COST CATEGORIES. ONLY REQUIREMENTS FOR COST CATEGORIES CONTAINED WITHIN YOUR APPROVED GRANT BUDGET APPLY.

PERSONNEL COSTS

1. Payments for salaries and wages shall be supported by a time and attendance report, or equivalent records which shall be kept on file at the agency. Reimbursement shall be based on actual costs NOT budgeted rates.
2. Fringe benefit costs shall be actual.
3. The rate of pay for grant-funded overtime shall be determined according to the grantee's policy, contract, or employment agreement.
4. Agencies shall comply with all state labor laws.

CONTRACTUAL SERVICES

Contractual services are services of individual consultants or consulting firms engaged in performing special services pertinent to highway safety.

All grantees or sub-grantees awarding contracts or sub-contracts shall comply with the terms and conditions of Title 49 Code of Federal Regulations, Part 18-Uniform Administrative Requirements For Grant And Cooperative Agreements To State And Local Governments, §18.36 Procurement. A copy is available from OHSP upon request.

NOTICE: All contracts for the purpose of developing public information materials (print, audio, or video) must be submitted to OHSP for review PRIOR to entering into the contractual agreement with the vendor.

OPERATING COSTS

1. Vehicle costs submitted shall be actual.
2. The grantee's in-house travel regulations shall be followed as published. A copy of the published travel regulations shall be submitted to OHSP annually. If no such regulations are published, the grantee shall abide by State of Michigan travel regulations (copy enclosed if appropriate).
3. Postage, telephone and grant related travel costs shall be documented by log or meter and submitted with the reimbursement request.
4. The Project Director shall maintain an inventory log indicating quantity and recipient of all promotional items developed and distributed through the grant.

EQUIPMENT

1. Only eligible equipment specifically listed in the equipment section of the approved grant budget will be reimbursed. Equipment costs shall be reimbursed according to the match requirements as specified in the approved grant budget.

EQUIPMENT-cont.

2. Equipment purchases shall be initiated within the time period specified in the approved grant. "Initiated" means bids were solicited, accepted, and items have been ordered. If there is a reason a grantee is unable to meet this requirement, the OHSP program monitor shall be contacted immediately.
3. Equipment purchased through this grant shall be used only for highway safety activities throughout its useful life.
4. If the equipment is disposed of, or ceases to be used for highway safety activities, and the equipment is determined to have a Current Fair Market Value of \$5,000 or more, OHSP reserves the right to retain or transfer title to all items. OHSP may allow the holder of the equipment to retain title of the equipment and reimburse the federal share of the fair market value of such equipment. The Current Fair Market Value shall be determined as follows:
 - a. Acquisition Cost less Expiration of Service Life equals Current Fair Market Value. The Service Life of the asset shall be determined by the IRS Schedule for Equipment Life. Straight-Line Depreciation shall be used.
 - b. Expiration of Service Life may also be attributable to normal "wear and tear," deterioration, action of the physical elements, inadequacy or obsolescence.
5. For Federally Funded Grants Only:

Equipment with a cost of \$5000 or more shall be tagged by the grantee for inventory control purposes. In addition, the OHSP Equipment Record System Form (#OHS-1 enclosed) with all applicable information completed shall be submitted with the grantee's reimbursement request.

6. For MTSC Grants Only:

The grantee shall maintain an inventory of all equipment purchased with an Acquisition Cost in excess of \$1000 in MTSC funds and shall be tagged by the grantee for inventory control purposes.

At termination of the grant, the MTSC reserves the right to retain or transfer title to all items of equipment having a unit acquisition cost equal to or greater than the dollar limits identified above to the extent that the MTSC's proportionate interest in such equipment and personal property supports such retention or transfer of title. Alternately the MTSC may allow the grantee to retain title of the equipment and reimburse the MTSC for the fair market value of such equipment.

INDIRECT COSTS

Indirect costs, because of the diverse characteristics and accounting practices of governmental units, cannot be specified in all situations. Typical examples of indirect costs may include certain state/local-wide central service costs, general administration of the grantee department or agency, accounting and personnel services performed within the grantee department or agency, depreciation or use allowances on buildings and equipment, the costs of operating and maintaining facilities, etc.

Indirect costs shall be provided at a negotiated rate mutually acceptable to the grantee and OHSP. The Indirect cost rate shall be developed in accordance with *Federal Circular A-87* and shall be supported by the grantee's central service cost allocation plan or its equivalent.

PROJECT TITLE

APPLICANT

16. HIGHWAY SAFETY PROGRAM GRANT TERMS AND CONDITIONS**CERTIFICATION BY PROJECT DIRECTOR**

I certify and agree that a grant received as a result of this application is subject to the general requirements governing Office of Highway Safety Planning projects and Grant Management Requirements, including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Project Director as they relate to the terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that funds received through OHSP will not be used to supplant state or local funds.

Name: _____

Title: _____

Agency: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

Signature _____

Date: _____

AGENCY CONTACT PERSON
(if different than grant Project Director)

Name: _____

Title: _____

Agency: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

PROJECT TITLE

APPLICANT

16. HIGHWAY SAFETY PROGRAM GRANT TERMS AND CONDITIONS cont.**CERTIFICATION BY FINANCIAL OFFICER**

I certify and agree that a grant received as a result of this application is subject to the general requirements governing Office of Highway Safety Planning projects and Grant Management Requirements, including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Financial Officer as they relate to the fiscal terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that funds received through OHSP will not be used to supplant state or local funds.

Name: _____

Title: _____

Agency: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

Signature _____

Date: _____

CERTIFICATION BY OFFICIAL AUTHORIZED TO SIGN

I certify and agree that a grant received as a result of this application is subject to the general requirements governing Office of Highway Safety Planning projects and Grant Management Requirements, including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit the applicant to these requirements; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that funds received through OHSP will not be used to supplant state or local funds.

Name: _____

Title: _____

Agency: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

Signature _____

Date: _____

PROJECT TITLE

APPLICANT

Michigan Office of Highway Safety Planning**MULTI-AGENCY PROJECT****Grant Management Requirements
AGREEMENT**

The undersigned individuals authorized to represent the participating agencies in this grant project have reviewed the OHSP Grant Management Requirements and agree to comply with all conditions and requirements set forth.

NAME	STREET ADDRESS	
TITLE	CITY, STATE, ZIP	
AGENCY	E-MAIL	
TELEPHONE	FAX	
SIGNATURE		DATE
NAME	STREET ADDRESS	
TITLE	CITY, STATE, ZIP	
AGENCY	E-MAIL	
TELEPHONE	FAX	
SIGNATURE		DATE
NAME	STREET ADDRESS	
TITLE	CITY, STATE, ZIP	
AGENCY	E-MAIL	
TELEPHONE	FAX	
SIGNATURE		DATE
NAME	STREET ADDRESS	
TITLE	CITY, STATE, ZIP	
AGENCY	E-MAIL	
TELEPHONE	FAX	
SIGNATURE		DATE
NAME	STREET ADDRESS	
TITLE	CITY, STATE, ZIP	
AGENCY	E-MAIL	
TELEPHONE	FAX	
SIGNATURE		DATE

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